Americans with Disabilities Act of 1990

1. Does the program have a written process for screening, referrals, diagnosis, and tracking of students with disabilities? Possible screening components may include the following:
   a. Informal interview
   b. Informal observation (*e.g.,* low TABE scores, distractibility, sub-vocalizing, hearing/vision problems, processing speed, lack of progress, other characteristics of adults with learning disabilities, etc.)
   c. Washington State Learning Disabilities Screening (13-Question Tool)
   d. Payne-Jordan Learning Needs Inventory
   e. Vision Therapy Assessment Screening Tool
   f. Test/re-test with and without accommodations

Sample written screening process available at http://aalrc.org/adminteachers/disabilities/forms.html under "Program Reviews, ADA Question. Click on the link for "sample written screening process."

I've been advising people to include the various screening tools they use, along with a narrative that explains how the tools are part of a screening process, and that process may vary according to the needs of the individual student. The main complaint I've heard from the state department about these is that they're never specific to the program. The sample file in the link above tries to address that, but you might want to add/delete things to make it more your own. Add your description of your screening process to your program review notebook.

Learning disabilities diagnostic referral process guidelines available at http://aalrc.org/adminteachers/disabilities/referral-process_1.html

For a description of your referral/diagnosis process, reference the website above and tell them that's what you use to make referrals for LD diagnosis, and that you work with me to do that. (Unless you have something totally different going on that doesn't include the AALRC referral process…then you should just document your own process.) Add your description to your program review notebook.

Accommodations tracking form available at http://aalrc.org/adminteachers/disabilities/forms.html under "Program Reviews, ADA Question. Click on the link for "Accommodations Tracking Form."

For tracking students with disabilities, just print the document called, "Accommodations Tracking Form" and add it to your big folder for the program review. This is a great form to use when you have a student who's getting accommodations for teaching and/or testing, and you can give the student a copy of it when they leave your program so they don't have to reinvent the wheel next time they're in school or training.

2. Does the program follow guidelines according to the *Arkansas Adult Education Policy and Procedures Manual for Serving Students with Learning Disabilities and/or Attention Deficit/Hyperactivity Disorder?*

LD Policy Manual Compliance Checklist available at http://aalrc.org/adminteachers/disabilities/docs/Learning%20Disabilities%20Policy%20&%20Procedure%20Manual%20Compliance%20Checklist.pdf under "Program Reviews, ADA Question. Click on the link for "LD Policy Manual Compliance Checklist."

This one is fairly self-explanatory, but let me know if you have questions about the checklist.

You can create a tri-fold brochure for students, a "Steps for Enrollment" document, and get your confidential release forms printed on your letterhead. (see template links in box below). The brochure

ensures that you are providing at least some kind of transition services re: self-advocacy for your students with disabilities; the enrollment steps are mandated in the LD Policy Manual. (You can use the template in the box below or create your own.) The release forms printed on your letterhead are also required by the LD Policy Manual.

Sample tri-fold brochure available at http://aalrc.org/adminteachers/disabilities/forms.html under "Program Reviews, ADA Question. Click on the link for "Sample Tri-Fold Brochure for Students."

Sample enrollment steps available at http://aalrc.org/adminteachers/disabilities/forms.html under "Program Reviews, ADA Question. Click on the link for "Sample Steps for Enrollment."

Sample confidential release forms for letterhead available at http://aalrc.org/adminteachers/disabilities/forms.html under "Program Reviews, ADA Question. Click on the link for "Sample confidential release forms for letterhead."

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3. Are all programs accessible and barrier-free in accordance with requirements of the Americans with Disabilities Act of 1990 (ADA)?

There are 2 checklists to complete. One is at http://aalrc.org/adminteachers/disabilities/docs/Accessibility%20Checklist%20for%20Adult%20Education%20and%20Literacy.pdf and the other is at http://aalrc.org/adminteachers/disabilities/docs/Program%20Accessibility%20Checklist.pdf

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Just print a copy of those two checklists and fill them out before I come for the pre-program review. If you have any questions, give me a call.

4. Who is the designated ADA Coordinator for the program?

If you don't have anyone designated, do that now. It's usually the director or the intake person. Sometimes it's whoever has had the most LD training.

    a. Does the program have this person's name and contact information clearly posted near the program's point of entry?

Sample accommodations sign with contact information available at http://aalrc.org/adminteachers/disabilities/forms.html under "Program Reviews, ADA Question. Click on the link for "Sample Accommodations Sign."

If you don't have anyone designated, do that before the state office comes. The one in the link above is just to give you an idea of what should be posted by your front door and maybe somewhere else, like the intake area and/or testing area. You can make your own or use this as your template.

5. Does the program provide public notice of its commitment to equal access to all programs and services? Here's what in Appendix D of the policy manual:

Appendix D: Sample Equal Opportunity Statements

The following statement should be used on all program-related documents:

For information about program services for persons with disabilities, contact: [insert the name and phone number of disability contact person here]

Long Version (for use in program bulletins, handbooks, and application forms):

The [insert your program's name] is committed to the policy that all persons shall have equal access to its programs, facilities, services without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, or sexual orientation.

*In adhering to this policy, this program abides by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans with Disabilities Act of 1990; and by other applicable statutes and regulations relating to equality and opportunity.

*This section of the statement may be deleted on certain publications to conserve space.

Short Version (for use on posters and cases of severe space limitation):

The [insert your program's name] provides equal access to all programs and activities.

> You should have the "long version" posted somewhere in your main room, and it wouldn't hurt to have the short one somewhere, too. Just copy/past right from the website or from this file, print it, and hang it somewhere prominent. Also, in the future, if you have anything printed for your program like a student brochure or handbook or something, you should include the "short version" somewhere on the document, maybe as a footer.

6. Does the program have a written ADA grievance policy?

Sample grievance policy available at http://aalrc.org/adminteachers/disabilities/forms.html under "Program Reviews, ADA Question. Click on the link for "Sample Grievance Policy."

7. Does the program file the "Learning Disabilities Annual Report" each year with the AALRC Disabilities Project Manager?

LD Annual Report Form available at http://aalrc.org/adminteachers/disabilities/forms.html under "Program Reviews, ADA Question. Click on the link for "LD Annual Report Form."

Let me know if you can't find copies of what you've sent me the last three years. That's what's required to be in your giant program review binder.

8. Does the program have a separate, locked, confidential file for housing confidential documents related to disabilities? Does the file include a "Student Records Log" form in the front of the file?

Student Records Log available at http://aalrc.org/adminteachers/disabilities/forms.html under "Program Reviews, ADA Question. Click on the link for "Student Records Log."

They always look for that Student Records Log, so be sure you've got one in your confidential file cabinet.